

PLEASE MAINTAIN FOR EMPLOYEE USE THROUGH CLOSING DATE

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY (MANPOWER AND RESERVE AFFAIRS)  
SOUTH CENTRAL CIVILIAN PERSONNEL OPERATIONS CENTER  
JOHN J. SPARKMAN COMPLEX, BLDG. 5304  
REDSTONE ARSENAL, AL 35898-5222

STAIRS RECRUITMENT NOTICE NUMBER: S01GL0007158KP6

OPENING DATE: 05 July 01

CLOSING DATE: 18 July 01

NUMBER OF VACANCIES: One

POSITION AND LOCATION: Accountant, GS-510-07

U. S. Army Engineer District, Memphis  
Resource Management Office  
Memphis, TN

TYPE OF POSITION: Permanent Full-Time

SALARY: \$29,273 - \$38,053 per annum

**PROMOTION POTENTIAL:** Selectee may be promoted without further competition upon successful completion of training and meeting eligibility requirements for the GS-09 and then the GS-11 full performance level.

**CPAC POINT OF CONTACT FOR ADDITIONAL INFORMATION:** Mary Nell Blaylock, (901) 544-3902 or 800-317-4156 (then dial extension 3902) during regular business hours.

**GENERAL INFORMATION:** Standard Automated Inventory and Referral System (STAIRS) Recruitment Notices are used to announce vacancies at installations/activities serviced by the SC-CPOC, Redstone Arsenal, AL. **WANT YOUR RATING STATUS?** If you have self-nominated for a STAIRS announcement within the last 120 days, check our "ROAR" - Resumix On-line Applicant Response. Go to the internet address: <http://www.cpol.army.mil>, select "Regional Pages", then "South Central", then "Tools", and then select "ROAR".

**AREA OF CONSIDERATION:** Permanent Career/Career-Conditional Employees Working at Federal Activities in the Memphis Commuting Area.

**SPECIAL NOTICES AND CONDITION(s) OF EMPLOYMENT:** (1) Selection for this position is subject to restrictions of DOD Priority Placement Program. (2) This announcement may be used to fill essentially identical position vacancies, with the same job-related criteria, in any organization within the area of consideration that may occur within 6 months of the initial Referral and Selection Register. (3) Employees entitled to Priority Consideration have already been given consideration for this position. To be further considered, apply under this announcement and compete with other candidates. (4) The Immigration Reform and Control Act of 1986 (Public Law 99-603) requires employers to hire only individuals who are eligible to work in the United States. Individuals selected under the vacancy announcement will be required to complete Form I-9, Employment Eligibility Verification, by providing the required documentation, as a condition of employment. (5) Direct Deposit/Electronic Funds Transfer (DD/EFT) is the standard method of payment within DoD for pay of personnel. If you are selected for the position, you will be required to elect DD/EFT. (6) Selective Service Registration is required for male applicants born after December 31, 1959, prior to appointment to Federal service. (7) Appointment is subject to meeting all physical requirements of the position. (8) Appointment is subject to meeting security requirements of position. (9) PCS expenses will be paid. Relocation Services for Employees (DARSE) will not be paid.

**DUTIES:** Serves in a developmental capacity. Accomplishes an agenda of classroom and on-the-job training, rotational job assignments, and self-development. Performs developmental assignments involving the review and processing of accounting documents. Assists in maintaining, analyzing, and reconciling general ledgers and subsidiary ledgers. Assists in preparing related reports and in initiating corrective actions. Provides advice and assistance to technicians, analysts, and clerical personnel on transactions requiring professional accounting determinations. Maintains liaison with serviced activities, providing advice on availability of funds, reporting methods, and account reconciliations. Participates with higher grade accounts in furnishing assistance and advice to operating elements, in recommending solutions to problems, and in devising new or alternative procedures for accounting or related functions involving analysis of accounting operations. Studies and charts the flow of accounting documents. Observes and reports on prevailing practices concerning the treatment of selected transactions. Analyzes current procedures and system to determine if improvement or simplification is needed. Studies, analyzes, and interprets manuals and other accounting regulations and discusses their application with supervisor. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** The Qualification Standard for General Schedule Positions is summarized; due to the length of the standard, it cannot be printed in its entirety. Applicants may review the Operating Manual of Qualification Standards for General Schedule positions by visiting their local Civilian Personnel Advisory Center (CPAC). **BASIC REQUIREMENTS** are as follows:

A. A degree in accounting or in a related field such as business administration, finance or public administration that included or was supplemented by twenty-four semester hours in accounting. The twenty-four hours may include up to six hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor".)

OR

B. A combination of education and experience—at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education and training that provided professional accounting knowledge. The applicant's background must also include at least one of the following:

- (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to six hours of business law;
- (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; OR
- (3) Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but does not fully satisfy the 24 semester hour requirement of paragraph A, provided that: (a) the applicant has successfully demonstrated the ability to perform work of the GS-11 or higher grade level in accounting, auditing or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training and experience fully meet the specified requirements.

**IN ADDITION TO THE BASIC REQUIREMENTS,** applicants must have one year of specialized experience equivalent to the GS-05 grade level OR substitution of education.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** One year of graduate-level education which demonstrates the knowledge, skills, and abilities necessary to do the work or superior academic achievement.

**TIME IN GRADE REQUIREMENTS:** In addition to minimum qualification requirements, applicants must meet the time-in-grade requirements (serve at least 52 weeks in Federal service at the GS-05 grade level). Non-appropriated fund service, non General Schedule service, or combinations of certain other creditable service may be used to satisfy time-in-grade requirements when appropriate. Each case will be judged on its own merit.

**APPLICATION PROCEDURES:** The Standard Automated Inventory and Referral System (STAIRS) will be used to fill this vacancy. **Applicants currently registered in STAIRS must only self-nominate in order to be considered. You do not need to resubmit your "Pre-positioned" resume unless you have significant changes or skills to add.** You may self-nominate by submitting the following information: Name, Address, Social Security Number, Current Pay Plan, Series and Grade, Source Code, Announcement Number, Pay Plan, Series and Grade of Vacancy, Duty Location of the Vacancy, Closing Date of the Announcement, Lowest Acceptable Grade Level, and your Work Phone Number.

A self-nomination form may be obtained from your local Army CPAC or online in our Job Kits located via the Army Civilian Personnel Online (CPOL) home page (<http://www.cpol.army.mil>). Once at CPOL, click on "Regional Pages", "South Central Region", "Employment Information", then "Job Kits".

Self-nominations may be emailed to [selfnom@cpocscr.army.mil](mailto:selfnom@cpocscr.army.mil) (subject line should read only "selfnom" immediately followed by the announcement number) or faxed to 256-955-9130, DSN 645-9130, or mailed to South Central Civilian Personnel Operations Center, Sparkman Complex, Bldg. 5304, Customer Focused Division ATTN: SFCP-SC-B-R (Self-Nomination), Redstone Arsenal, AL 35898 or you may self-nominate directly from this announcement posted on CPOL (click on the "Self Nom" button at the end of this announcement; complete the form and then click on the "Submit" button.) **Your self-nomination must be received by the closing date of the announcement.**

**Applicants NOT currently registered in STAIRS** can find resume/application information and requirements also online in our Job Kits available via CPOL (<http://www.cpol.army.mil>). Once at CPOL, click on "Regional Home Page", "South Central Region", "Employment Information", then "Job Kits". Your local Army CPAC also has resume/application information. Resumes may be submitted either by

email to resume@cpocscr.army.mil (subject line should read only "resume") or by mail to South Central CPOC, ATTN: SFCP-SC-B-R, Redstone Arsenal, AL 35898-5070 or by using the Online Resume Builder on CPOL. Resumes must meet the requirements specified in our Job Kits.

**\*\*FAXED RESUMES ARE NOT ACCEPTED\*\***

**\*\*EMAIL ATTACHMENTS ARE NOT ACCEPTED\*\***

**APPLICANTS NOT CURRENTLY IN STAIRS ARE REMINDED THAT SUBMISSION OF A RESUME PLUS A SEPARATE SELF-NOMINATION FORM (containing the information listed above) IS REQUIRED TO RECEIVE CONSIDERATION FOR THIS VACANCY.**

**\*\* Resumes and Self-nominations must be received by the SC-CPOC by the closing date of the vacancy announcement \*\***

**NOTE:** Resumes/Self Nominations received in Government postage paid envelopes will not be accepted.

**INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP):** If you are a displaced Federal Civil Service employee (not from the Department of Defense), you may be entitled to receive special priority selection under the ICTAP. Displaced employees include current or former employees who: (1) Are in receipt of a Reduction-In-Force (RIF) separation notice; (2) Separated because of a compensable disability, whose compensation has terminated, and whose former agency certifies that it is unable to place; (3) Retired with a disability and whose disability annuity is being terminated; (4) Retired in lieu of RIF; (5) Retired under discontinued service retirement option; or (6) Separated because he/she declined a transfer of function or directed assignment to another commuting area. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity are also eligible for this program.

**ELIGIBILITY REQUIREMENTS FOR ICTAP:** (1) You must occupy or be displaced from a position in the same local commuting area as this position; (2) This position must be at or below the grade level of the position from which you are being or were separated; (3) This position must not have a greater promotion potential than the position from which you are being or were separated; (4) Your last performance rating must be at least fully successful (This requirement does not apply to candidates eligible due to compensable injury or disability retirement); (5) You must be rated well qualified for this position.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics, disability or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency point of contact on this announcement of their need.

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